

Setup View – Browse Skillsets Perspective

Restart Assessment Periods

This reference guide provides an overview of the need and the process for Restarting Assessment Periods within StaffReady. The following process steps and instructional information are provided within this document:

- **Expected Behavior when Editing Published Skillsets**
- **Restart Incomplete Assessments**
- **Restart Not Started Assessments**
- **Restart All Assessments**

Manage Assessment ✕

Skillset
BioPlex (Core)

Requirement
Performance of Maintenance

Assessment Period
01/01/2016 - 12/31/2016

What do you want to do?* ⓘ

Restart All Assessments
This option will start every assessment over for this period. This means that completed assessments will have to be completed again.

Restart Incomplete Assessments
This option will only start over assessments that are not complete (This includes started assessments).

Restart Not Started Assessments
This option will only start over assessments that are not already started.

Reason For Change* ⓘ

PIN* ⓘ

Save Changes

1 | Expected Behavior When Editing Published Skillsets

The following is intended to clarify what happens (expected behavior) when various changes are made to a skillset, and associated elements, after a skillset has been published. For a change that will occur in the “next assessment period” to be put into effect immediately, the current assessment period needs to be restarted (All, Incomplete, or Not Started), which you will learn how to do in the remainder of this document.

Skillset Properties

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Skillset ID	X	
Skillset Name	X	
Skillset Description	X	
Skillset Folder Location	X	
Skillset Folder Name	X	

Skillset Employees

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Adding New Employee	X	
Remove Employee	X	
Adding Ad-hoc Employee	X	
Removing Ad-hoc Employee	X	
Add Filter (continuous)	X	
Remove Filter (continuous)	X	
Add Filter (non-continuous)	X	
Remove Filter (non-continuous)	X	
Removing Employee from Filter (e.g. Schedule, Department)	X	
Changing Employee Level	X	
Changing an Employees Skillset Start Date	X	

Skillset Requirements

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Requirement Id	X	
Requirement Name	X	
Requirement Description	X	
Requirement Folder Location	X	
Requirement Folder Name	X	
Adding Requirement	X	
Removing Requirement	X	
Adding Level	X	
Removing Level	X	
Add Requirement Document		X
Remove Requirement Document		X
Assessment Window Type		X
Assessment Begin Date		X
Assessment End Date		X
Warning Date		X
Time To Complete		X
Assignee Option		X
Adding Qualified Personnel	X	
Removing Qualified Personnel	X	

Requirement Documents

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Document Id		X
Document Name		X
Document Description		X
Document Folder Location	X	
Document Folder Name	X	
Document Points to Pass		X
Add Document Section		X

Rename Document Section		X
Remove Document Section		X
Add Document Question		X
Edit Document Question		X
Remove Document Question		X

Levels

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Create New Level	X	
Delete Level	X	
Edit Level Name	X	
Edit Level Description (Demands)	X	
Add Level Job Description	X	
Remove Level Job Description	X	

Skillset Managers

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Add Skillset Manager	X	
Remove Skillset Manager	X	
Turn On Manager Messages	X	
Turn Off Manager Messages	X	
Adjust Manager Message Options	X	

Skillset Messages

Type of Change	When Change Goes Into Effect	
	Immediately	Next Assessment Period (or restart)
Turn On Messages	X	
Turn Off Messages	X	

2 | Restart All Assessments

Restart All Assessments will reset all competency assessment tasks related to a requirement. This includes those competency assessment tasks that have already been completed (passed or failed).

Restart All Assessments

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Open **Assessment Periods** colorbar.

4. Click **Manage**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below the navigation bar, there is a 'View:' section with 'Manage', 'Setup', and 'Dashboard' options. The main content area shows a 'Browse Skillsets' dropdown menu with a list of folders: 'Core Lab Departments', 'Central Processing', 'Chemistry', 'Advia', 'ANA/UB', and 'Architect'. An orange arrow points to the 'Browse Skillsets' dropdown. Another orange arrow points to the 'Advia' folder in the list. To the right of the dropdown, there is a section titled 'Advia' with two items: 'Skillset' and 'Skillset Employees', both with green checkmarks.

The screenshot shows a table titled 'Assessment Periods' with a green checkmark icon in the top left corner. The table has four columns: 'Skillset', 'Requirement', 'Start - End', and 'Status'. There are three rows of data. An orange arrow points to the 'Assessment Periods' title. Another orange arrow points to the 'Manage' button in the 'Status' column of the first row.

Skillset	Requirement	Start - End	Status
Advia	Direct Observation	01/01/2014 - 12/31/2014	Started Manage
Advia	Monitoring Test Results	01/01/2014 - 12/31/2014	Started Manage
Advia	Performance of Maintenance	01/01/2014 - 12/31/2014	Started Manage

5. Click **Restart All Assessments**.

6. Enter **Reason For Change**.

7. Enter **PIN**.

8. Click **Save Changes**.

Manage Assessment ✕

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Restart Incomplete Assessments
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Restart Not Started Assessments
This option will only start over assessments that are not already started.

Reason For Change* ⓘ

PIN* ⓘ

3 | Restart Incomplete Assessments

Restart Incomplete Assessments will only reset competency assessment tasks that have not been completed. Already completed competency assessment (passed or failed) will remain completed.

Restart Incomplete Assessments

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Click **Assessment Periods** colorbar.

4. Click **Manage**.

The screenshot shows the StaffReady web application interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below the navigation bar, there are buttons for 'View: Manage', 'Setup', and 'Dashboard'. The main content area shows a 'Browse Skillsets' dropdown menu with a tree view of departments: Core Lab Departments, Central Processing, Chemistry, Advia, ANA/UB, and Architect. An orange arrow points to the 'Browse Skillsets' dropdown. Another orange arrow points to the 'Advia' skillset in the tree view. To the right, the 'Advia' skillset is selected, showing a 'Skillset' status with a green checkmark and 'Skillset Employees' also with a green checkmark.

The screenshot shows the 'Assessment Periods' table in the StaffReady interface. The table has columns for Skillset, Requirement, Start - End, and Status. There are three rows of data. An orange arrow points to the 'Assessment Periods' header bar. Another orange arrow points to the 'Manage' button in the first row.

Skillset	Requirement	Start - End	Status
Advia	Direct Observation	01/01/2014 - 12/31/2014	St...
Advia	Monitoring Test Results	01/01/2014 - 12/31/2014	Started
Advia	Performance of Maintenance	01/01/2014 - 12/31/2014	Started

5. Click **Restart Incomplete Assessments**.

6. Enter **Reason For Change**.

7. Enter **PIN**.

8. Click **Save Changes**.

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Restart Not Started Assessments
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Reason For Change* ⓘ

PIN* ⓘ

4 | Restart Not Started Assessments

Restart Not Started Assessments will only reset competency assessment tasks that have not been started. Already completed competency assessment (passed or failed) will remain completed and already started assessments will remain started.

Restart Not Started Assessments

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Click **Assessment Periods** colorbar.

4. Click **Manage**.

The screenshot shows the StaffReady interface. At the top, there is a navigation bar with the StaffReady logo, a search bar, and a 'Competency' dropdown menu. Below this, there is a 'View:' section with 'Manage', 'Setup', and 'Dashboard' options. The main content area shows a 'Browse Skillsets' dropdown menu with a tree view of departments: Core Lab Departments, Central Processing, Chemistry, Advia, ANA/UB, and Architect. The 'Advia' skillset is selected, and the right-hand pane shows 'Advia' with two skillset categories: 'Skillset' and 'Skillset Employees', both with green checkmarks.

The screenshot shows the 'Assessment Periods' table. The table has columns for Skillset, Requirement, Start - End, and Status. There are three rows of data. The first row is highlighted, and the 'Manage' button next to it is highlighted with an orange arrow.

Skillset	Requirement	Start - End	Status	
Advia	Direct Observation	01/01/2014 - 12/31/2014	Sta	Manage
Advia	Monitoring Test Results	01/01/2014 - 12/31/2014	Started	Manage
Advia	Performance of Maintenance	01/01/2014 - 12/31/2014	Started	Manage

5. Click **Restart Not Started Assessments**.

6. Enter **Reason For Change**.

7. Enter **PIN**.

8. Click **Save Changes**.

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